

FIRE PREVENTION PRACTICE #2.1

August 9, 2001

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: ADVERSE LICENSE ACTIONS - ADMINISTRATIVE ORDER

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Revocation of the Certificate of Occupancy for any building or occupancy (residential or commercial) required to have a license, shall result in a request of the Director of the Office of License, Inspection and Environmental Protection for Adverse License Action.

These adverse actions against business licenses come before an administrative law judge for a hearing. After a review of the facts of a case, the judge forwards a recommendation to the City Council. The City Council determines what actions, if any, will be taken against the license as a result of the revocation of the Certification of Occupancy.

After the vacate date on the letter of revocation, make a request for adverse action on the Adverse License Action Form (copy attached) or e-mail. Copy the Fire Marshal.

Attachments

cc: Gary Trudeau
Cindy Mentis

Issued: 3/14/89 (P19)
Latest Revision: 8/9/01

TO: Director of the Office of License, Inspections, and Environmental Protection

FROM: Department of Fire and Safety Services
_____, Inspector

DATE:

SUBJECT: **Adverse License Action**

License Number

Type of License

Applicant

License Address

WE REQUEST ADVERSE ACTION ON THE SUBJECT LICENSE.

1. Basis for request:

2. Remedy sought:

3. Requested by:

Inspector

Supervisor

Fire Marshal